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FEB 13 1919

## COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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U. S. Department of Agriculture  
and State Agricultural Colleges,  
Cooperating.

States Relations Service, Office  
of Extension Work, North and West,  
Washington, D. C.

MEMORANDUM TO HOME DEMONSTRATION AGENTS  
REGARDING THE PLACE OF EXTENSION WORK WITH WOMEN  
IN THE AGRICULTURAL EXTENSION SERVICE

Florence E. Ward  
In Charge, Extension Work with Women.

1. The home demonstration agents in the Northern and Western States are employed cooperatively by the U. S. Department of Agriculture, the State agricultural colleges, and the county or farm bureaus (rural) or home bureaus (urban) to carry on extension work in home economics in a given county or city.
2. In this enterprise the cooperating parties are (1) the U.S. Department of Agriculture, represented by the States Relations Service, with its director and the chief of the Office of Extension Work North and West; (2) the State agricultural college, with its president or dean and the director of the extension service, who is the joint representative of the college and the U.S. Department of Agriculture, and (3) the county or city, represented by the county farm bureau or the city home bureau or by corresponding local organizations, through their executive committees. The cooperative agricultural extension service is the official national organization through which the extension work in agriculture and home economics is carried on in each State, by the U.S. Department of Agriculture, the State agricultural college, and the county or city extension organization.
3. The home demonstration agent is directly responsible to the State leader of home demonstration agents, and through her to the State extension director.

The home demonstration agent on the permanent staff of a county farm bureau or city home bureau or corresponding local organization is in addition responsible to the farm bureau or home bureau, through its executive committee or governing board.

The home demonstration agent therefore has a triple responsibility as follows:

To the U.S. Department of Agriculture,  
To the State agricultural college,  
To the farm bureau or home bureau or the corresponding  
county or city organization.

4. As a representative of Federal and State institutions and responsible to the people for results, it is expected and assumed that the agent will, under direction of her State leader, interpret the message of the home economics department of the State agricultural college and the Office of Home Economics of the States Relations Service.

$\frac{d}{dt} \left( \frac{\partial L}{\partial \dot{x}} \right) = \frac{\partial L}{\partial x}$

5. Whenever the home demonstration agent is appointed an officer of any national or local war service organization, or whenever, for the same reason, members of any of these organizations constitute the local group through which the agent works, she naturally will give her patriotic service, endeavoring to fit these phases of work into her own program.
6. Best results will be secured where general matters of such cooperation are understood and agreed to between the State leader (officially responsible for the work of the agent) and the other State chairmen or directors involved. It is the official duty of the home demonstration agent as an employee of the U.S. Department of Agriculture to cooperate closely with the local representatives of national war emergency organizations appointed or sanctioned by the Government where these organizations are working along the same or similar lines. Such mutual pooling of resources and distributing of work makes it possible for each agency to take the part for which it is best fitted in this time of national stress. While cooperating wholeheartedly with various organizations and associations, the agent officially represents the U.S. Department of Agriculture, the State agricultural college, and other agencies which may be parties to the cooperative agricultural extension service.

ORGANIZATION OF THE STATES RELATIONS SERVICE  
OF THE  
U. S. DEPARTMENT OF AGRICULTURE.

The States Relations Service is one of the newer bureaus of the U.S. Department of Agriculture and represents the Secretary of Agriculture in his relations with the State agricultural colleges under acts of Congress granting funds to these institutions.

The States Relations Service represents the department administratively in all its extension activities in the States paid for from Federal appropriations--that is, from the Smith-Lever funds granted to the State Agricultural Colleges and the regular or emergency appropriations directly appropriated to the U. S. Department of Agriculture. It also has to do with the State experiment stations and conducts investigations in home economics and agricultural education.

The work of the States Relations Service is carried on through various offices, with four of which the home demonstration agent comes into more or less direct contact.

Office of the Director - Dr. A. C. True, Director.

This office deals with the general administrative business of the service. Among its divisions are the bureau accounting office, from which the salaries and expense accounts of the home demonstration agents are audited, and the editorial division, which has charge of the publication and publicity work, as well as the illustrative material of the service. There are also divisions which carry on studies and prepare publications relating to agricultural schools and farmers' institutes.



The following is a list of the names of the persons who have been appointed to the various positions in the Department of the Interior, under the authority of the President, and the date of their appointment:

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

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Office of Home Economics - Dr. C. F. Langworthy, Chief.

This is the home economics subject matter office for the States Relations Service. It conducts "studies of food, dietetics, clothing and household equipment, work and management." Among these are the well known calorimeter studies. The farmers' bulletins and scientific papers written by Dr. Langworthy and his staff on the nutritive values of foods have long been familiar to students of home economics. During the past winter this office cooperated with the Food Administration in preparing and publishing the well known "Food Leaflets", and it has since independently published the "Kitchen Card" and numerous leaflets containing tested conservation recipes. Familiar names on the staff of this office are Helen W. Atwater, Caroline Hunt, and A. D. Holmes.

Office of Extension Work in the South - Bradford Knapp, Chief.

This office deals with the extension and demonstration work in agriculture and home economics in the Southern States.

Office of Extension Work in the North and West - C. B. Smith, Chief.

This office deals with the extension and demonstration work in agriculture and home economics in the Northern and Western States.

The four sections of the Office of Extension Work, North and West most directly affecting the work of the home demonstration agents are as follows:

County Agent Work, W. A. Lloyd in Charge.

Boys' and Girls' Club Work, O. H. Benson in Charge.

Extension Work with Women, Florence E. Ward, in Charge.

Farm Management Demonstrations, L. A. Moorehouse in Charge.

Through the section dealing with extension work with women, the U. S. Department of Agriculture cooperates with the State Colleges of Agriculture and county and city organizations in the employment of home demonstration agents in the 33 Northern and Western States.

The section of extension work with women consists of the officer in charge, a scientific staff of eleven associates known as "assistants in extension work with women", and a clerical staff of twelve women. Here correspondence is handled, appointments requested by State extension directors recommended for approval and suggestive programs and teaching helps for home demonstration agents are prepared. Monthly reports of State leaders are read and compiled and the information thus secured is used as a basis for reports required by the office of the chief for presentation to the director of the States Relations Service, for information and use of the Secretary of Agriculture and for reports to Congress.

Members of the scientific staff spend much time in the field assisting State leaders in the study of their problems, observing methods of work, and carrying from one State to another such methods as have proved their value. Assistance is also given in conducting training schools for workers.





BRIEF ACCOUNT OF LEGISLATION  
RELATING TO THE EMPLOYMENT OF  
EMERGENCY HOME DEMONSTRATION AGENTS

The expansion of the home demonstration agent force by the addition of emergency home demonstration agents was authorized by the so-called Food Production Act of 1917 - House of Representatives Bill 4188, passed August 10, 1917, "for the purpose of more effectually providing for the national security and defense and carrying on the war with Germany by gathering authoritative information concerning the food supply, by increasing production, by preventing waste of the food supply, by regulating the distribution thereof, and by \*\*\* other means and methods".

Among appropriations for other purposes, the above bill allotted the sum of \$4,348,400 "for increasing food production and eliminating waste, and promoting conservation of food by educational and demonstrational methods, through county, district, and urban agents and others".

The provisions of this Act are to cease to be in effect "not later than the beginning of the next fiscal year after the termination, as determined by the President, of the present war between the United States and Germany".

On November 21, 1918, House of Representatives Bill 11945, usually referred to as the Emergency Agricultural Act of 1918, became a law. Its purpose is "To enable the Secretary of Agriculture to carry out, during the fiscal year, ending June thirtieth, 1919, the purposes of the Act entitled "An Act to provide further for the national security and defense by stimulating agriculture and facilitating the distribution of agricultural products and for other purposes." This bill carried a total appropriation of \$6,100,000 for extension work, of which \$1,327,400 was for home demonstration work in the Northern and Western States.

During the months between June thirtieth 1918, on which date the appropriation for emergency extension work carried by H. R. 4188 expired, and November 21 when H. R. 11945 was signed, the work provided for in H. R. 4188 was carried on from month to month by continuing resolutions, which made available for extension work each month one twelfth of the amount appropriated for the fiscal year 1917-18 in H. R. 4188

